



City of
SANTA CLARITA

23920 Valencia Boulevard • Suite 300 • Santa Clarita, California 91355-2196
Phone: (661) 259-2489 • FAX: (661) 259-8125
www.santa-clarita.com

Dear LEAP Parents/Guardians:

The City of Santa Clarita Parks, Recreation, and Community Services Department welcomes you to LEAP (Leisure Enrichment Activities Program) offered at the Canyon Country Community Center!

This school-year structured program offers Kindergarten through 6th grade students an opportunity to participate in homework help/reading-time, enrichment activities, crafts, games, and more! LEAP runs Monday-Friday from 2:30-6:00 p.m. Two sessions of LEAP will be offered per school-year. There is a \$25 (\$30 NR) registration fee per session.

LEAP Registration Packet Includes:

- LEAP Registration Form
- Parent/Guardian Handbook

Registration for LEAP 2016-2017 school year Session II, begins online, Tuesday, November 15, at 8:00 a.m. Walk-in registration begins Monday, November 21, at 9:00 a.m., at the Canyon Country Community Center. All forms must be completed in their entirety by the parent/guardian and received by the Canyon Country Community Center prior to the start of the first day of the LEAP program. The LEAP registration form can be filled out and submitted electronically at santa-clarita.com/cccc. Incomplete forms will not be accepted. **Space is limited; early registration is recommended.** Registration is accepted on a first-come, first-served basis and will continue to be accepted until full capacity is reached.

If you have any questions, please contact the Center at (661) 290-2266 or cccc@santa-clarita.com or visit us at 18792 Flying Tiger Drive, Santa Clarita, CA 91387.

We look forward to your child's participation in LEAP!

Glena Kristensen
Recreation Coordinator



City of Santa Clarita Recreation, Community Services, Arts and Open Space Department

2017 Canyon Country Community Center

L.E.A.P. Registration Form

Session II (Monday, January 9 – Thursday, June 8, 2017)

PARTICIPANT INFORMATION

Last Name: _____ First Name: _____ Age: _____

Gender: Male ___ / Female ___ Date of Birth: ___/___/___ Address: _____

City: _____ ZIP Code: _____ Primary Phone: _____ Secondary Phone: _____

*PARENT/GUARDIAN INFORMATION: AUTHORIZED TO PICK UP AND OBTAIN/CHANGE REGISTRATION INFORMATION

Father/Guardian (Full Name): _____ Work Phone: _____ Cell Phone: _____

☐ Check here if address and home phone are the same as participants.

Address: _____ City: _____ ZIP Code: _____ Home Phone: _____

Mother/Guardian (Full Name): _____ Work Phone: _____ Cell Phone: _____

☐ Check here if address and home phone are the same as participants.

Address: _____ City: _____ ZIP Code: _____ Home Phone: _____

Parent/guardian email address: _____

*EMERGENCY CONTACT AND PERSONS AUTHORIZED TO PICK UP MY CHILD: (Must be at least 16 years of age)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

**We reserve the right to request proof at any time.*

HEALTH INFORMATION

The information provided here will be held in the strictest confidence. It will be kept on file in our binder or carried by the program coordinator on field trips.

Allergies Yes ☐ No ☐ If yes, please list the allergies and describe the severity of the reaction (medication, seasonal, food, etc.)

If your child has any special need that requires specific accommodations so your child can fully enjoy the program, please contact Ivan Carrillo (661) 290-2296, or icarrillo@santa-clarita.com. To ensure appropriate accommodations, please request inclusion services a **minimum** of two weeks in advance.

Will your child need to take medication while at the program? Yes ☐ No ☐

Any medication taken by your child must be brought in its original prescription container and a **separate form** must be completed.

*Staff cannot administer medication. Your child needs to be able to take the medication on their own.

PERMISSION TO PARTICIPATE

I have the authority and voluntarily agree for my child to participate in City operated activities or programs, or any extension thereof. I hereby waive, release, and hold harmless from any liability or claims for damages for personal injury, including death, as well as from claims or property damage which may arise in connection with such activities or programs, against the Supervisors, City of Santa Clarita, and its elected and appointed officials, agents, and employees. As a parent/guardian, I hereby consent to treatment of my minor child for any and all medical procedures deemed necessary as a result of accident or injury. I further agree to pay any and all costs incurred as a result of said treatment. I hereby give permission to the City of Santa Clarita to use my child(ren)'s photographs as they see fit for promotional purposes. I understand the photographs belong to the City and I will not receive payment of any kind.

I understand that my child will be participating in field trips. I hereby authorize my child to participate in these activities. _____ (initial)

I acknowledge that I have reviewed the Parent Handbook and Code of Conduct and agree to adhere to the policies and procedures outlined.
_____ (initial)

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

For Staff Use Only:

Membership #: _____ Date: _____ Staff Initials: _____



CCCC LEAP

Parent/Guardian Handbook

The City of Santa Clarita's Parks, Recreation, and Community Services Department welcomes you to LEAP offered at the Canyon Country Community Center! This program offers Kindergarten through 6th grade students an opportunity to participate in homework help/reading, enrichment activities, crafts, games, and more led by Recreation staff. All staff is First Aid/CPR certified, have participated in a background clearance, and trained in supervising children and facilitating group programs/activities.

Please review this parent handbook, as it will familiarize you with the program expectations.

Program Information

LEAP (Leisure Enrichment Activities Program) is offered every school day, Monday through Friday, from 2:30-6:00 p.m. This program is not offered during school breaks or on national holidays.

Enrollment

Parents must register their child each session with the Center before they may attend the program. LEAP is offered in two sessions Session II begins on Monday, January 9, 2017 – Thursday, June 8, 2017. There is a \$25 (\$30 NR) registration fee per child, per session, to participate in the program. **Please note this is not a day care.** Registration is accepted on a first-come, first-served basis and will be accepted until maximum capacity of the program is reached. After the program is full, a waitlist will be formed. Registration for LEAP 2016-2017 school year, Session II, begins online, Tuesday, November 15, 2016 at 8:00 a.m. Walk-in registration begins Monday, November 21, 2016 at 9:00 a.m. at the Canyon Country Community Center.

Refund Policy

A full refund will be given when notice is received by the Canyon Country Community Center at least five days prior to the first scheduled class. Requests received by the Center after this time, but before the second scheduled class will be refunded and assessed a \$14 administrative fee. No refund will be issued after the second scheduled class.

Membership

All LEAP participants must be a member of the Canyon Country Community Center. Membership is free and can be obtained at the front counter of the Center. **Participants must bring their membership cards with them daily in order to participate in the program. There is a \$5.00 fee for a replacement card if the card is lost or forgotten.**

Daily Schedule

2:30-3:00	Check-in/Welcome/Games
3:00-3:30	Separate Age Groups/Rules/Snack
3:30-4:00	Enrichment Activity/Creation Time
4:00-5:00	Academic/Homework Hour*
5:00-5:20	Reading Time
5:20-5:45	High Energy Activities
5:45-6:00	Check-out/Good-bye

*All children are required to work on their homework unless they do not have any. In this case, children will be provided with academic activities/reading. Schedule is subject to change.

Sign-In/Out Procedures

Participants are responsible for arriving at the Center and checking in with staff. We cannot be responsible for your child unless they have been signed in with staff. Once the participant has arrived and staff has checked them into the program, they may only be signed out by a parent/guardian or authorized adult on the registration form. Staff will check identification and confirm authorization of individuals seeking to pick-up children from the program. Authorized persons must be at least 16 years of age. No exceptions permitted.

Authorized To Pick Up Child

For the protection of your child, only people whom you have authorized on the Registration form may pick-up your child from LEAP. This is for your child's protection. Anyone without proper authorization will not be allowed to take a child. **If you wish to add an additional person to the authorized pick up list LEAP Registration Form, you must do so in person with Center staff. No faxes, emails, or authorization by telephone will be accepted as we cannot confirm your identity.**

Court Orders

Parents/Guardians listed on the Registration form are automatically authorized to pick up their children. The City of Santa Clarita cannot restrict the rights of one parent/guardian at the request of the other parent/guardian without a copy of a custody order or court order affecting one parent's/guardian's rights. Staff will not restrict a parent's/guardian's custody rights without a valid court order. For City staff to follow a court order, custody orders and/or restraining orders must be on file with the program supervisor and submitted immediately to the City. Please be aware, City staff is not trained to interpret court orders. If disputes arise between parties, as necessary, the Los Angeles County Sheriff will be called to determine and establish resolution.

Authorization to Walk Home

If you wish to have your child sign themselves out and walk home unaccompanied, you must speak with the Program Director and complete a Sign-Out Authorization Form. Only children ages 11 and older may sign themselves out.

Late Pick-Up Policy

Please adhere to the agreed pick up time of 6:00 p.m. or earlier. There is a \$5, per child, charge for each 15-minute increment, or portion thereof, that you are late in picking up your child. The late charge is due and payable at the Center the day you are late. Three late pick-ups will be reviewed and your child may be suspended or removed from the program.

Attendance Policy

Due to the limited number of spaces available in the program, daily attendance is recommended. If your child has been absent from the program for three days without notice, your child will be voluntarily dis-enrolled from the program and the space will be offered to a child on the waitlist. If you know your child will miss days, give the Canyon Country Community Center a call. We will then record the days your child will not attend. The Center will not make reminder courtesy phone calls.

School Holidays

LEAP is not offered during school breaks or on national holidays. The Center may offer various programs and activities that are not part of this program, so be sure to check with staff regarding other opportunities offered for children during these breaks. LEAP will not be offered on the following days: Labor Day, Monday, September 5, Fall Break, October 3-7, Election Day, Tuesday, November 8, Veteran's Day, Friday, November 11, Thanksgiving, November 24-25.

Snack Time

Snacks are not provided by the Center. It is strongly encouraged that you send an after school snack with your child each day. Parents/Guardians and children should be aware and mindful of any dietary restrictions or food allergies, if applicable. Staff will not monitor food or drink consumption.

Personal Property

Please be sure to clearly mark your child's belongings. Be aware that possessions do get lost or misplaced, and we strongly discourage your child from bringing toys or anything of value. Cell phones or electronic devices (PSP, iPod, iPads, etc.) are not to be used during the program. The City of Santa Clarita's Parks, Recreation, and Community Services Department is not responsible for the children's personal belongings.

Lost and Found

Our staff will do their best to ensure that participants do not lose any belongings; however, we cannot be responsible for any lost or stolen items. We recommend that participants keep all necessary items in a bag or backpack and refrain from bringing unnecessary items to the program. Any items placed in the lost and found will be kept on-site for **one week**. After this time, all items in the lost and found will be donated to a non-profit organization.

Illness Policy

In order to keep staff and other participants healthy, we request that you keep children at home who are sick or showing symptoms of illness. Your child will be better served by staying home until he/she is feeling better.

Fever: If your child has a fever, he/she cannot attend. If your child develops a fever with a temperature of 100 degrees or greater, you will be called to pick up your child. Children should not return unless they have been fever free for 24 hours without the use of fever reducing medication.

Communicable Diseases (i.e., chicken pox, measles): Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

Lice: If your child is found to have lice, you will be called to pick up your child since lice is highly transmittable. Before your child may return, he/she needs to be free of lice, as well as eggs. Please thoroughly clean wherever your child puts his/her head—car seats, sofas, towels, pillows, etc. to stop the infestation. We will also take steps to treat the Center (e.g. rugs, mats).

Additional illnesses and conditions where we ask that you keep your child at home include, but are not limited to: vomiting and/or diarrhea within the previous 24 hours, runny nose with any colored discharge, sore throat, any unexplained rash, any skin infections, pink eye and other eye infections, continuous cough, or just not well enough to follow the day's routine.

If your child has allergies which result in a continuous runny nose, please bring a note from your child's doctor stating this. This is true for any condition that may appear to be infectious or contagious but is not. While at the Center, if a child displays symptoms of illness, he/she will be isolated and kept comfortable while the parent/guardian is notified. If the parent/guardian cannot be contacted, your emergency contacts will be called.

Discipline Policy

We strive to provide a fun and safe environment for all participants. In order to do so, each participant has a responsibility to act in a way that assures a positive experience for all. For that purpose, we have established the following rules:

1. Be safe
2. Listen to staff
3. Use appropriate language
4. Be respectful

Please review these rules with your child.

In the event a participant doesn't adhere to the policy, the following Disciplinary Action Plan will be followed:

1. The participant will be given a verbal warning and staff will direct to a more appropriate behavior.
2. The participant will be given a time out away from the group and activity. Staff will explain what rule(s) have been broken, why they are receiving a time out, as well as the consequences for future negative behavior. The incident will be documented in the Behavior Log, for the parent/guardian to review and sign.
3. The participant will speak with the Program Director and the incident will be documented in the Behavior Log for the parent/guardian to review and sign. A phone call to the parent/guardian may also be required at this time.
4. If the behavior persists, the participant will be removed from all activities and parents/guardians will be called to pick up the child. **If the child's behavior at any time threatens his/her immediate safety, or**

the safety of other participants or staff, the parent/guardian will be notified and expected to pick up the child immediately.

5. If the negative behavior continues and the child is sent home a second time, the parent/guardian will be contacted by the Recreation Supervisor or Coordinator at which time a Behavioral Contract will be completed where expectations and consequences will be discussed.
6. In the event the participant continues to not meet the behavior expectations, he/she may be suspended or removed entirely from the LEAP program. **No refunds will be issued.**
7. The Recreation Supervisor or Coordinator reserves the right to forgo the Disciplinary Action Plan and commence immediate dismissal of a child based on the severity of the behavior.

Code of Conduct

For continual enjoyment, program participants must abide by all posted rules at the facility as well as those outlined in this handbook specific to the program. By submitting the registration form for your child to participate in this program, you on behalf of your minor child, agree to abide by the policies and conditions of the City of Santa Clarita Parks, Recreation, and Community Services Department "Code of Conduct". (For complete Code of Conduct policy, see our website at santa-clarita.com and click on Registration or locate it on the back of the membership form.)

Reporting Suspected Child Abuse

In order to ensure the wellbeing of the children in our care, staff has a duty under state law to report incidents of possible neglect or abuse to the Department of Children and Family Services (D.C.F.S.) and to cooperate in any investigation of such possible neglect or abuse. D.C.F.S. may send social workers and personnel to speak with the child in regards to any incidences of alleged child abuse and may legally do so without parent/guardian permission or consent.

City of Santa Clarita staff is mandated reporters and must follow California statute for mandatory reporting (Penal Code Section 11166). Staff may be subjected to criminal penalties if we fail to report such possible harm. Staff is not allowed to comment to parent/guardian, other staff, or any other person on the subject of reported child abuse. Parent/Guardian may not accuse or question staff concerning child abuse allegations. All child abuse investigations are a matter for D.C.F.S. or local law enforcement.

Withdrawal/Removal from the Program

If at any time you wish to withdraw your child from LEAP, please inform the registration counter at the Center, so the spot can be made available to a child on the waitlist. City staff reserves the right to remove a participant from the program due to failure to follow agreed-upon Code of Conduct, program rules, and the attendance policy.

Contact

If you have any questions or would like further information, please speak with the registration counter at the Center or contact the Center at (661) 290-2266, or cccc@santa-clarita.com.